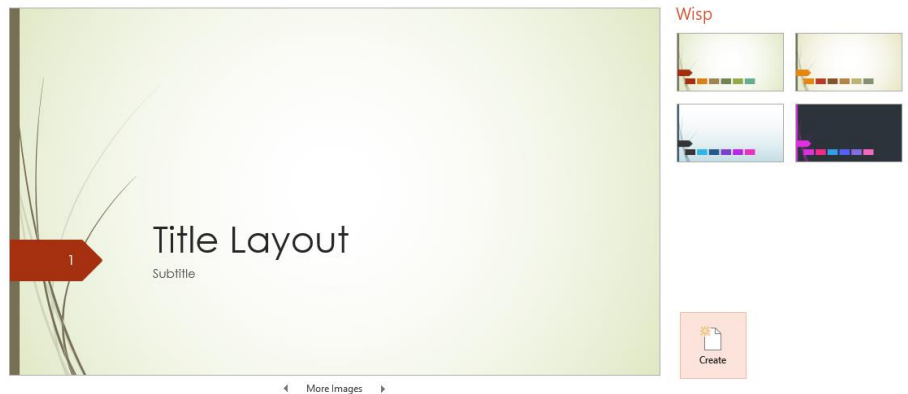
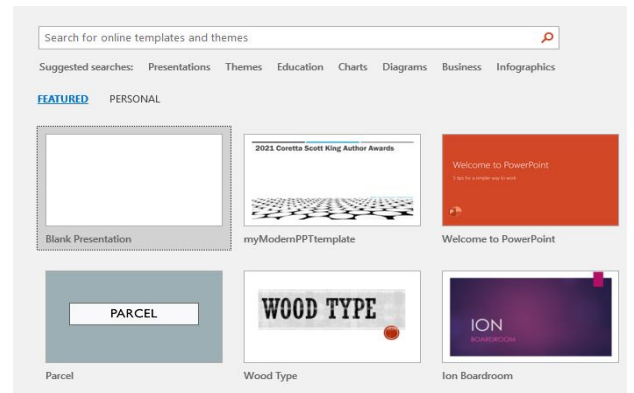


# Quick Start: PowerPoint 1

## Volcanoes and Plate Tectonics

1. Search for PowerPoint. RIGHT CLICK and PIN TO TASKBAR.
2. CHOOSE A TEMPLATE
3. Choose THEME (colors) and click *CREATE*
4. CLICK THE TOP PLACEHOLDER and add TITLE
5. CLICK THE BOTTOM PLACEHOLDER and add SUBTITLE
6. SAVE YOUR FILE NOW, use a descriptive name like *Volcanoes*



7. ADD A NEW SLIDE. CHOOSE *TWO CONTENT*
8. Continue this process to create a 12 SLIDE PowerPoint.
9. BE SURE TO ALTERNATE THE PICTURE AND TEXT FROM SIDE TO SIDE as indicated in the directions

Save this presentation when you are done. Next, we will add TRANSITIONS (how the slides move in) and ANIMATIONS (how text and objects move in).

NOTE: Transitions and animations can become annoying. While we will use them here to learn the software, *WHEN GIVING PRESENTATIONS, PLEASE USE THEM SPARINGLY AND CAREFULLY.*

